

Eliot D. Pratt Library

Goddard College • 123 Pitkin Road • Plainfield, VT 05667-9432

Toll Free: (800) 468-4888 ext. 208 • Local: (802) 322-1604 • library@goddard.edu

Community User Borrowing Policy

Goddard College grants borrowing privileges to members of the local community and individuals eligible to borrow under the VCAL (Vermont Consortium of Academic Libraries) agreement. Library users not currently affiliated with the college as a Goddard student, staff or faculty are referred to as “Community User/Borrower”. Reasonable limits are set regarding services provided to Community Users as the library’s main focus is to meet the research needs of Goddard students, faculty, and staff. Users are responsible for all items checked out on their account and must abide by these policies.

1. Becoming a Community User

- Individuals, age 14 or older, with a permanent local Vermont address residing in Washington County, or as an enrolled student at Central Vermont High School Initiative (CVHSI), may obtain a community user ID card at the Information Desk. CVHSI Parents / guardians are responsible for library materials on loan to their students as are parents / guardians of minor community users under the age of 16.
- Proof of permanent local address is required. This can be in the form of a Driver’s License or utility bill that was mailed to the individual through the U.S.Postal Service or shipping company.
- An individual with a current VCAL (Vermont Consortium of Academic Libraries) ID card receives borrowing privileges as Community User and does not need any additional form of ID. As alternative to a VCAL-ID card, a faculty from another Vermont academic institution may present an authorization form issued by another Vermont academic library. Eligibility for VCAL borrowing needs to be renewed once a year.
- The cost of receiving borrowing privileges as Community User is \$20 annually. CVHSI faculty and students, Goddard alumni, current WGDR programmers, volunteers that work in the library or the radio station as well as individuals with a valid VCAL (Vermont Consortium of Academic Libraries) ID or those who are entitled to a VCAL -ID are exempt from having to pay an annual fee.

2. Borrowing Agreement

Community Users may borrow up to 10 items concurrently from the in-house collection.

Books from the In-House Collection

- The general loan period is 28 days.
- Book loans may be renewed once for an additional loan period of 28 days upon request, provided no other library patron has requested the item.
- Materials on renewed loan are subject to recall.

3. Audiovisual (AV) Materials from the In-House Collection

AV materials may be used in-house, but are not available for loan.

4. Interlibrary Loan

The library does not provide Interlibrary Loan (ILL) Services for Community Users.

5. Lost, Damaged or Overdue Materials

Reminders & Notices

- Community Borrowers are expected to treat library materials with care and return items on time and in good condition.
- The library will send a courtesy reminder regarding overdue materials via email two business days after the due date. A final overdue notice will be sent via email one week after the courtesy reminder.
- Notices will be sent via email. Borrowers are responsible for communicating change of email addresses as needed. Borrowers that do not have a valid email address will not receive any courtesy reminder or overdue final notice.

Bills for Materials

- For each unreturned or damaged book or AV item, borrowers will be assessed a \$20 non-refundable processing fee and a \$40 (or actual cost, whichever is higher) refundable replacement fee.
- Bills for unreturned items will be generated one week after the final notice. Library bills will be sent to the mailing address. Community Users are responsible for bills issued for their library account regardless of prior receipt of courtesy reminder and/or final email notice.
- The library will issue a credit or refund if billed items are returned within 6 months after billing date. No refunds will be given after 6 months from billing date.

Loss of Borrowing Privileges

- A Community Borrower with outstanding bills will lose borrowing privileges. Borrowing privileges will be reinstated when the account is in good standing order.

While using the library and technology resources available on site in the Eliot D. Pratt Library, users must abide by the policy entitled “Community User Policy: Responsible Use of Information Technology and Library Resources.” Copies of this policy are posted in the library. You may ask for a copy at the Information Desk.

Community User’s Name (please print)

Library Card ID #

Signature (Parent/Guardian for minors under 16)

Date

Revised 8/12/2013

Goddard College reserves the right to amend these policies.